

## INFORMATION ON SUBMITTING COVID-19 TIME OFF REQUESTS

The process to Request Time Off has NOT changed, but we will now require employees to select a "Reason" when requesting time off. Select the absence type and then click the menu icon in the **Reason** box to get a list of reasons (examples below).

- If you are required to take time off related to COVID-19, select "Reason" and then "Personal Sick Related to COVID-19".
- If you are taking time off because a family member is impacted by COVID-19, select "Reason" and then "Family Care Sick Related to COVID-19".

Please do NOT request regular Family Care leave if you are caring for a family member impacted by COVID-19. Select the Sick option and then select Family Care Sick COVID-19.

Please follow the same process for time off requests for vacation and comp time.

If an employee does not have enough sick leave accrued, then the employee must use vacation and earned compensatory time. If all accrued leave is exhausted, the employee may use unpaid leave. If an employee wishes to be paid, but all accrued leave is exhausted, the department will advance employees up to 80 hours of sick directly related to COVID-19 (**Sick COVID-19 (Advance)**), at the discretion of the employee. The hours advanced shall be recouped each pay period after the 80 hours was requested until the balance is back to zero.

### NEW- REQUEST TIME OFF OPTION:

A new time off type is available in the Absence selection list for the extra 80 hours and is called **Sick COVID-19 (Advance)**.

### SUBMIT THE REQUEST FOR SICK COVID-19 (ADVANCE)



**Note:** This can be requested **only** after all other time off balances are exhausted.

1. Click dates on the calendar that you are requesting **Sick COVID-19 (Advance)** time off.

2. Click **Request Absence** button. The number of days you requested displays on the button to help confirm your request.

7 Days - Request Absence

3. Type **sick** in the Search box (if you click on the menu icon, **Sick COVID-19 (Advance)** is in the grouping **Paid Time Offs [Infrequent]**).

4. Press the **Enter** key
5. Click on **Sick COVID-19 (Advance)**

6. Click **Next** – Click **Next** again



**Note:** The **Quantity per Day** will auto default to 8 hours. If you need more/less than 8 hours, please adjust the quantity as needed.

7. To change the hours requested off per day, click **Edit Quantity per Day**

8. Enter the desired **Quantity per Day** amount and add **Comments**, if needed

9. Click **Done**

10. Click the menu icon in the **Details for: Sick COVID-19 Advance** box

11. Click **Personal Sick COVID-19 (Advance)** if you are required to take time off related to COVID-19

or

**Family Care COVID-19 (Advance)** if you are taking time off because a family member is impacted by COVID-19

12. Check your request and click **Submit**